

Receiving Control

a) **Aims** –

To ensure one gets the commodities that one has ordered –

- i) in the right quality,
- ii) in the right quantity and
- iii) receive at the right time.

b) **Receiving Staff** –

i) In small / medium establishments – it is the same person who does purchasing is responsible for receiving.

ii) In bigger establishments – there is a receiving personnel / clerk with assistants takes care of all kinds of receiving.

The Receiving Personnel should –

- i) be able to read & understand purchase orders and invoices,
- ii) have knowledge of weights and measures,
- iii) have good knowledge of quality of food,
- iv) be good at performing calculations.

c) **Facilities and Equipments** –

- There should be a hassle free loading and unloading dock with an inclined plane.
- When the storage area is away or on different floor than receiving then an elevator is desirable.
- Weighing scale

- Trolleys
- Crates

Records maintained at the receiving department:-

- a) Goods received book
- b) Daily receiving report
- c) Meat tags
- d) Credit note

Documents given by the supplier in receiving control:-

- a) Bills/invoices
- b) Delivery notes

Receiving Procedure –

- i) All goods are received at the centralized receiving department within specified time only, under the supervision of the receiving clerk.
- ii) The receiving clerk checks for quality (against SPS), quantity, price and time (against purchase order) and matches with the invoice.
- iii) When everything is in order he signs on the copy of invoice or delivery note and returns it to the supplier's man.
- iv) If there is any discrepancy – shortage / goods not up to the set standards – a credit note is made and handed over to the supplier's man.

- iv) The invoices are posted on the receiving sheet / daily receiving report (DRR) / goods receiving report (GRR). Then the invoice and the receiving sheet are sent to the F&B Controller's office for checking.
 - v) The goods are sent to appropriate sections – stores or departments.
- ❖ When receiving directs / perishables a chef of the concerned kitchen must be present at the receiving area.

Blind Receiving –

When there is no document (invoice / delivery note) from the supplier, instead it is directly send to the accounts and a list of articles is send along with goods. the receiving clerk has to do his job more carefully preparing a Blind Receiving Report, and weighing and counting all good as per the purchase order and checking their qualities as per SPS with the help of list given by supplier. the receiving clerk then sends the complete list to the accounts department.

Assessing the performance and efficiency of receiving department:-

- a) By strict supervision of the receiving department's recordkeeping and paperwork.
- b) To ensure that receiving schedule are strictly followed.
- c) To evaluate the receiving clerk's performance by blind receiving.

Frauds in receiving department.

- a) Receiving department accepting lower quality commodities which is not acceptable as per standard purchase specification.
- b) Receiving department receiving less quantity of a commodity. Thus not following the purchase order.
- c) Receiving department not following the delivery time schedule.

Brief description of the documents –

a) Invoice/delivery note – a document containing detailed information about the food deliveries, it is always in duplicate, the duplicate copy is signed and returned by the receiving clerk to the supplier's man and the original is sent to accounts for billing.

b) Credit memo/ Credit memorandum / Credit Note -

When there is a shortage or goods not as per SPS, the receiving clerk writes a credit memo/ credit memorandum / credit Note mentioning details and requesting the supplier to remove the goods mentioned in this from the bill giving the reason for returning along with the quantity.

c) Meat Tag –

These are the tags put on the butchery items mentioning all details of cuts, weights, price etc. when the item is issued then the issuing date is

put on it and copy is sent to two places one to f&b control and the other to the stores.

It is required because –

- i) To have control over expensive food, like prawns, mutton, etc.
- ii) Assists in controlling the stock levels of the items,
- iii) Helps in yield testing,
- iv) It helps in efficient rotation of stock.

d) Goods received book/daily receiving report:-

Whatever goods come are registered here and then sent to the stores.



IHM NOTES

XYZ SUPPLIERS LTD

INVOICE

No. -----

Date -

To,
ABC HOTELS LTD

Sl No.	Description	Quantity	Unit Price	Amount
			Less Discount	
			TOTAL	

SIGNATURE

BLIND RECEIVING REPORT

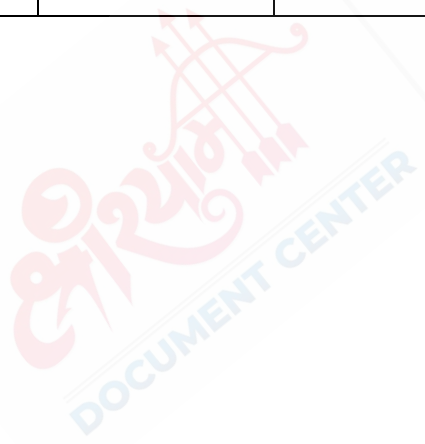
XYZ Hotel

Date

No.

Stock no.	Quantity	Description	Unit	Remarks

Receiving Clerk
Signature



DELIVERY NOTE

To
Supplier
XYZ Hotel

A B C

Date
No.

Order No.	Quantity	Description	Unit Value	Remarks

Delivered by
Receiving by



CREDIT NOTE

To

XYZ Hotel

A B C Supplier

Date

No.

Please issue credit note for items listed below

Quantity	Unit	Item	Cost (unit)	Cost (total)

Delivered by

Receiving by

**Copy to - F&B Controller
Accounts**

Supplier	Delivery note/invoice no.	Dry stores	Wet stock								Subtotal wet stock	Tax	Total
			A	B	C	D	E	F	G	H			
													Grand Total

GOODS RECEIVING SHEET – FOOD

Receiving clerk

A-MEAT

B-FISH

C-POULTRY

D-VEGETABLES

E-FRUITS

F-DAIRY PRODUCTS

G-BREADS

H-BEEF

MEAT TAG

XYZ Hotel

ITEM	NO.
CUT	
TOTAL WEIGHT	
TOTAL VALUE	
COST/KG	
SUPPLIERS	
DATE RECEIVED	
DATE ISSUED	

F&B CONTROL COPY

STORE KEEPER

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MEAT TAG

XYZ Hotel

ITEM	NO.
CUT	
TOTAL WEIGHT	
TOTAL VALUE	
COST/KG	
SUPPLIERS	
DATE RECEIVED	
DATE ISSUED	

F&B CONTROL COPY

STORE KEEPER



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